

Demolition or Relocation of a Historic Building In the Downtown Character Area

City of Baton Rouge / Parish of East Baton Rouge
Office of the Planning Commission, 1100 Laurel Street, Suite 104
Baton Rouge, Louisiana 70802

Staff Use Only

Fee(s): _____ Application Taken by: _____
Case Number: _____ Meeting Date: _____
MPN Project Number: _____

Please Print or Type (all entities listed below will be copied on all comments)

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1. Applicant Name and Title: _____
Email Address: _____ Daytime Telephone: _____
Address: _____ City: _____ State: _____ ZIP: _____
Business (if applicable): _____
 2. Developer (if applicable): _____
Email Address: _____
 3. Name of Property Owner: _____
Email Address: _____ Daytime Telephone: _____
Address: _____ City: _____ State: _____ ZIP: _____
 4. Subject Property Information:
CPPC Lot ID#(s): _____
Lot #(s): _____ Block/Square: _____
Subdivision or Tract Name: _____
(If property is not subdivided, attach a complete legal description and a survey map indicating bearings and dimensions.)
Nearest Intersection: _____
 5. Property Street Address: _____
 6. Specific Proposed Use: _____
 7. Action Required: Demolition Relocation
Description:

Current Address: _____
Proposed Address: _____

Justification for Action Requested _____

8. Age and Style of Building: _____

9. Acknowledgement:

I acknowledge that private deed restrictions or covenants may exist on the subject property. I recognize that neither the Planning Commission nor its staff may consider such deed restrictions or covenants, if any, when determining approval or denial of an application, nor can the City or Parish enforce private deed restrictions or covenants. It is my responsibility as an Applicant to determine if any such deed restrictions and covenants exist on the subject property, and to be aware that violations of the same subject me and/or Property Owner to litigation from others.

I acknowledge that the Planning Commission makes the final decision on the approval or denial of this application. I also recognize I do not have a right to an approval, regardless of staff certification that the application meets ordinance requirements. A Public Hearing is required to be held and the Planning Commission will make the decision based upon all evidence presented at the meeting.

I understand that the application fee is nonrefundable. (Applications for public hearing items must be received by 10:00a.m. on the scheduled Application Deadline)

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

Signature of Applicant	Type or Print Name of Applicant	Date
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Signature of Property Owner	Type or Print Name of Property Owner	Date
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Procedure for Requesting Demolition of a Historic Building in the Downtown Character Area

Persons requesting a demolition or relocation of a historic building in the Downtown Character Area shall take the following steps before such request can be forwarded to the Planning Commission for action.

1. File a completed application form (Form: Application for Demolition or Relocation of a Historic Building in the Downtown Development District) with the Planning Commission Office.
 - a. A \$200.00 fee, payable to the City-Parish of East Baton Rouge is required to cover processing.
 - b. A \$200.00 fee, also payable to the City-Parish of East Baton Rouge is required to cover advertising.

Additionally, address a letter to the Planning Commission Office stating the reasons for the request and include a map, survey or sketch clearly defining the location by subdivision and street location. When a letter of request is received and an application is accepted, the case file will become active for a period of one year.

Plans for the historic property must be submitted with this application. The Planning Commission must review future plans for the historic property at the same time as the application for demolition or relocation.

2. In order for the Planning Commission Office to place the request on the Agenda, the above step must be taken by Thursday at 12:00 p.m., five weeks in advance of the Planning Commission meeting on the third Monday of each month.

A public hearing must be held by the Planning Commission. This public hearing must be duly advertised two weeks in advance.

We are glad to assist you in any way possible on these matters, but it should be understood that applications regarding demolition or relocation of a historic building in the Downtown Character Area by the Planning Commission is not a routine City/Parish service. Following the above procedure will expedite your request.

Staff Use Only

A. Land Use Classification(s): _____

B. Zoning Classification(s): _____

C. Existing Land Use(s): _____

D. Surrounding Land Use(s): _____

E. Surrounding Land Use Classification(s): _____

F. Surrounding Zoning Classification(s): _____

G. Planning District/Sub Area: _____

H. Census Tract: _____

I. Lot and Block: _____

J. Council District: 1 2 3 4 5 6 7 8 9 10 11 12

K. Classification on Central Business District Historic Building Survey: _____

L. Local or National Register Historic District: _____

M. Comments:

N. _____
Planning Director or Authorized Signature Date